

Report for Week Ending 25 April 1956  
from  
RECORDS DISPOSITION BRANCH  
25X1A9a

Project 5-70 - Office of Training [REDACTED]

No change from previous report. The schedule for the records of the Administrative Branch, Support Staff is still being discussed with the chief of the branch. Project is 90% complete.

Project 5-77 DD/I and Project 6-15 OCI [REDACTED]

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Mr. Krauskopf from National Archives was here this week to appraise records proposed for disposal on Form 115. When legal authorization is obtained this will authorize the periodic destruction of 43 separate file series maintained in these two offices. Projects are 99% complete.

Project 6-11 Office of Personnel [REDACTED]

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Draft schedules have been prepared for all 7 divisions of the Office and the [REDACTED]. The survey will progress to the staffs this week.

The combining of the Agency Military Personnel Folders with those prepared for civilian employees has been recommended for military personnel converting to a staff employee status. This recommendation is reflected in the draft records control schedule for the MPD Division. This would provide for the maintenance of one personnel folder for individuals who have been under a personal services contract, assigned to, or employed by the Agency. Personnel folders maintained by the DD/P was not considered in this proposal. Project is 50% complete.

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Project 6-23 [REDACTED] 25X1A9a

Final report has been drafted. With the assistance of Records Center personnel, we are working out stock levels for supplemental distribution materials stored at the center.

Project 6-26 - Medical [REDACTED]

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No change from previous report. Records Control Schedule has been referred to the Records Management Staff for review and approval. Project is 70% complete.

Project 6- Office of Central Reference [REDACTED]

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The inventory phase has been completed in the Assistant Director's Office and two of the Staffs Initial schedules are being drafted. Have started the inventory in the Special Register. Project is 5% complete.

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Project 6- DCI- Executive Registry [REDACTED]

A records inventory was begun Tuesday in the office of the DCI, starting with the records of the Executive Registry.

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